

COMMONWEALTH OF VIRGINIA  
DIVISION OF PURCHASES AND SUPPLY  
805 E. BROAD STREET/P.O.BOX 1199  
RICHMOND, VIRGINIA 23218-1199

**NOTICE OF CONTRACT CHANGE**

DATE: February 24, 2006

CONTRACT NO.: 6150402-50

COMMODITY: Office Supplies and Toner

AUTHORIZED USERS: State Agencies, Institutions of Higher Educations, Public Bodies

ITEMS: Corporate Express

CHANGE NO.: 004

EFFECTIVE DATE: February 24, 2006

THE FOLLOWING PRICES, TERMS, AND/OR CONDITIONS ARE HEREBY CHANGED AS OF THE ABOVE-STATED EFFECTIVE DATE:

Corporate Express has been placed back on the Office Supply and Toner Contract.

**FIN/DUNS**  
841248716  
178062048

**NAME/ADDRESS/CONTACT PERSON**  
CORPORATE EXPRESS  
1416 KELLAND DRIVE, SUITE F  
CHESAPEAKE, VA 23320  
JOHN WHITLEY  
John.Whitley@cexp.com

**TELEPHONE**  
888-238-6329  
757-494-1027 FAX

**AWARD IS FOR OFFICE SUPPLY AND TONER LOTS**

**Credit Cards:** Corporate Express accepts American Express, MasterCard, and Visa.

**Cost Saving Programs:** Contact Corporate Express for Procurement Analyzer Process.

**Delivery Capabilities:** Next day delivery for Corporate Express stock items on orders place by 4:00 PM for all zones except Zones 105 & 106. Delivery for stock items to Zones 105 and 106 is within 2 days of orders placed by 4:00 PM.

**Minimum Order:** See Paragraph 8, Page 4.

**Payment Terms:** Standard payment terms are net 30 days. Corporate Express offers a discount of 1.5 % for 5 days EDI payment. These discounts do not apply to credit card payments. The discount will be paid quarterly to the respective agency or business unit at the end of the quarter.

**The original contract file has been updated to reflect this change.**

By: \_\_\_\_\_  
Fran Finch, CPPO, VCO, CPM  
Contract Officer  
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